

## 2020 Work Experience Placement Request

Please complete and confirm details with the employer and return to **Michelle Fitzsimmons** in the Careers Office (Senior School, upstairs) by **Friday 6 December, 2019**

<b>Student Name:</b>		<b>Home Group:</b>
<b>Employer Details</b>		
<b>Business Name:</b>		
<b>Supervisor/Manager Name:</b>		
<b>Telephone Contact:</b>		<b>Email:</b>
<b>Business address:</b>		

<b>Type of Industry (please circle):</b> Other _____		
Automotive	Building & Construction	Electrical
Plumbing	Metals & Engineering	Manufacturing
Hairdressing	Beauty Services	Community Services
Business & Office	Retail	Hospitality & Tourism
Early Childhood Education	Veterinary	Health & Medical
Painting	Legal / Accounting	IT/Computer
Art/Design	Advertising/Marketing	Gardens/Landscaping
Sports & Recreation	Fashion	Entertainment/Music

<b>Placement details</b>	
<b>Main tasks &amp; responsibilities:</b> _____ _____	
<b>Student work address (where will undertake placement):</b>	
<b>Placement dates:</b> start date: ____/____/____ to end date: ____/____/____	
<b>Days of placement (tick):</b> Monday___ Tuesday___ Wednesday___ Thursday___ Friday___	
<b>Hours of work:</b> _____ to _____	<b>Daily pay rate (ie \$10):</b>

If you will work within a building and construction type trade, check with the employer whether or not you will visit any worksites and will require a White Card. If yes, please advise Michelle Fitzsimmons as soon as possible as you will not be able to commence placement without it.

Upon submission of this form, you will then receive a Work Arrangement Form that needs to be signed and completed by you, the employer and your parent/guardian before returning to the Careers Office. Note: you cannot commence placement until all required documents in step 1 & 2 are submitted.

Please contact Michelle Fitzsimmons (9717 7500 or [mfitzsimmons@hazelglencollege.com](mailto:mfitzsimmons@hazelglencollege.com)) if you have any questions about this process and program.